

# Mailbox Post Kit – Installation Instructions for *Postal Pro* Model#s PP3400 / 3410

**WARNING:** CHECK FOR UNDERGROUND CABLES OR PIPES; COMPLETELY READ OVER INSTRUCTION SHEET BEFORE BEGINNING PROJECT.

**RECOMMENDED TOOLS & SUPPLIES:** POST HOLE DIGGER, LEVEL, SCREWDRIVER, HAMMER AND 4 X 4 (50" in length) TREATED PINE POST (NOT INCLUDED).

<b>PARTS LIST:</b>	<b>(1) Mailbox Post</b>	<b>(1) Mailbox Door &amp; (1) Door Knob</b>	<b>(2) Mailbox Door Pins</b>	<b>(4) #10-24 x 1.25" Length Threaded Bolts</b>
	<b>(1) Mailbox</b>	<b>(1) Mailbox Mounting Bracket</b>	<b>(8) #12 x 1 Self Tap Screws</b>	<b>(4) #10-24 Nuts</b>

**NOTE:** CUSTOMERS ARE REQUIRED TO CONTACT THE LOCAL POST OFFICE BEFORE INSTALLING THE MAILBOX TO ENSURE ITS CORRECT PLACEMENT AND HEIGHT AT THE STREET. GENERALLY, MAILBOXES ARE INSTALLED AT THE HEIGHT OF 41-45 INCHES FROM THE ROAD SURFACE TO INSIDE FLOOR OF MAILBOX OR POINT OF MAIL ENTRY (LOCKED DESIGNS) AND ARE SET BACK 6-8 INCHES FROM FRONT FACE OF CURB OR ROAD EDGE TO THE MAILBOX DOOR.

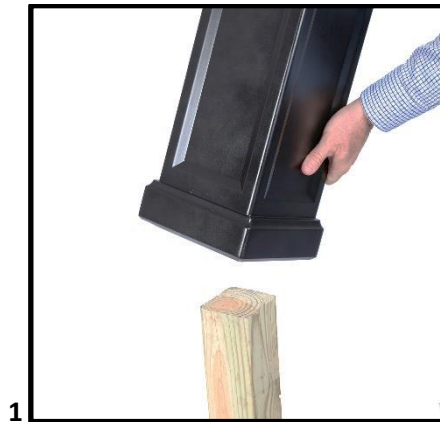
**STEP 1 (Fig 1):** Determine location for **Mailbox**. Using post hole digger, dig a hole 24 inches in depth. Install treated pine post burying 24 inches of the post in the ground - leaving 26 inches of the post above the ground. Use level to insure treated pine post is in correct vertical position. Stabilize the treated pine post by firmly tamping down loose soil around post base. Slide **Mailbox Post** section over 4x4 treated pine post.

**STEP 2:** Secure the **Mailbox Post** section to the 4x4 treated pine post using the (4) 12 x 1 screws included in the kit. The Plastic post has (4) Mounting Holes located approximately 23 inches above bottom of post.

**STEP 3 (Fig 2):** Attach **Mounting Bracket** to top of Post using the (4) 12 x 1 screws

**STEP 4 (Fig 3):** Attach **Door** to **Mailbox** with (2) **Hinge Pins**. 1 pin per side. Place door over front of mailbox and align holes. Push Pin in until it clicks. Helpful Hint: With both pins in place, lay the mailbox on its side. Hit one pin with a hammer (use a piece of the cardboard box to protect the mailbox) or use a rubber mallet. Repeat on the other side if necessary. You should not be able to remove the pins with your fingers if they have completely locked into place. Insert **Door Knob** in to top of **Door**.

**STEP 5 (Fig 4):** Place **Mailbox** on to top of **Mailbox Post Bracket**, align holes of mailbox & bracket and secure with (4) 10-24 threaded bolts and nuts.



**IF YOU HAVE ANY PROBLEM WITH THIS PRODUCT, PLEASE DO NOT RETURN TO RETAILER.  
CALL OR EMAIL OUR CUSTOMER SERVICE DEPARTMENT AND WE WILL PROVIDE IMMEDIATE ASSISTANCE.**

CREATIVE SOLUTIONS, LLC PURVIS, MISSISSIPPI

Email: [customerservice@creativesolutionscp.com](mailto:customerservice@creativesolutionscp.com)

Phone: (877)544-5220

WEBSITE: [POSTALPROMAILBOXES.COM](http://POSTALPROMAILBOXES.COM)